



United States Court of Federal Claims

717 Madison Place NW
Washington, DC 20005

POSITION VACANCY

Announcement Number:	CFC-2015-02-OPR
Position Title:	ECRO Case Administrator
Open Date:	March 23, 2015
Close Date:	April 24, 2015
Type of Appointment / Position:	Permanent / High Sensitive
Grade / Salary Range:	CL-26 (\$46,402 - \$75,395) Promotion potential up to CL27
Duty Location:	Washington, DC (conveniently located across from the White House and Lafayette Park, one block from McPherson Square Metro)
Who May Apply:	Internal Posting U.S. Citizens (or persons eligible to work in the United States)

Position Overview and Representative Duties:

The ECRO Case Administrator is located in the U.S. Court of Federal Claims Clerk's Office and reports directly to the Case Administration Team Leader of Operations. The ECRO Case Administrator is responsible for arranging for court space, assisting with calendaring, attending and logging court proceedings, processing orders, recording proceedings, and processing requests for transcripts. The incumbent manages a number of cases from opening to final disposition.

No relocation expenses will be paid

General Experience:

- Review cases or reports for necessary actions. Keep special masters and chambers= staff informed of case filings.
- Act as liaison between the clerk=s office, the bar, the public, and the special masters to ensure that cases proceed smoothly and efficiently. Schedule outside court reporters if necessary; process transcripts; arrange for transcriptions; answer questions from parties and the public regarding obtaining transcripts and records of proceedings.
- Docket orders, pleadings, judgments, and minute entries as directed by local court rules and policies, utilizing applicable automated systems.
- Assist in the accurate statistical reporting requirements of the Administrative Office. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
- Efficiently manage cases from opening to closing. Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record. Make corrections to the case record to comply with local rules and procedures. Ensure that all case files and related information are accessible.
- Screen incoming documents to determine conformity with appropriate rules, practices, and court requirements. Scan and convert all paper documents filed to a PDF format. Make summary entries on

the docket of all documents and proceedings including pleadings, motions, complaints, minutes, and orders.

- Review all electronic filings made by outside users for quality control to ensure that correct documents are filed, required filing fees paid, correct docket entries are used, and take other appropriate corrective action as needed.
- Provide accurate noticing as required by local rules. Review and coordinate the processing of orders with parties, special masters, and chambers staff.
- Assure data from a variety of quality control and exception reports for adherence to quality assurance standards.
- Generate a closing entry in CM/ECF when appropriate and complete statistical closing information.
- Prepare and process appeals and transmit the record to the Court of Appeals for the Federal Circuit.
- Assist attorneys and the public by telephone and in-person providing information regarding case status, archive information, and CM/ECF instruction.
- Perform other duties as assigned.

The successful candidate must be a self-starter as well as detail-oriented. Candidate must also be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times. Candidate must have strong prioritizing and problem-solving skills, solid communication skills (written & oral) and be able to communicate effectively with persons within the court as well as with persons outside the court. A demonstrated ability to work harmoniously with others in a team environment and to exhibit a professional manner at all times is essential.

Required Qualifications:

To qualify at the CL 26 level: One year of specialized experience equivalent to work at the CL-25.

Preferred Qualifications:

The Court prefers the candidate to have a Bachelor's degree from an accredited university in business or public administration, political science, criminal justice, law, or other field *closely related to the subject matter of the position*. Five (5) years of specialized experience which demonstrates working knowledge, skills, and abilities to successfully perform the duties of the ECRO Case Administrator may be substituted for the degree requirement. The Court prefers the candidate to have knowledge of the vaccine injury compensation program.

Benefits:

10 holidays \$ 13-26 days annual leave (increases with service) \$ 13 days sick leave \$ Federal Employees Retirement System \$ Thrift Savings Plan \$ Commuter Benefit Program/Metro Transit Subsidy Program \$ Flexible Spending Accounts \$ Insurance available for health, dental, vision, life, and long-term care.

How to Apply:

Ensure that your application package contains the following required documents:

- \$ **Cover Letter** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- \$ **Resume**
- \$ **Form AO78 Federal Judiciary Application Form** which can be found at: www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf;
- \$ **Three (3) business/professional references** with name, affiliation, and contact information;
- \$ **Salary History for prior three (3) years;**
- \$ If a current Federal Civilian Employee - **your latest Personnel Evaluation and your latest SF-50;**
- \$ If a current or recently discharged or retired military member - **your latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214; and**

§ **All documents must be in PDF format and are to be E-mailed. Zip files and faxes will not be accepted.**

Send the application package in an Adobe PDF format to: uscfcjobs@ao.uscourts.gov. Please include the Title and Job Announcement Number in the subject line.

What to Expect Next

- We will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.
- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- We reserve the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply.
- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.
- If offered employment, such employment shall be provisional pending our receipt of the results of a mandatory Fingerprint and Background Investigation. Until the background investigation is satisfactorily completed, we may only hire you provisionally. The provisional nature of your hiring, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for interview will be contacted.

An Equal Opportunity Employer